



ACKNOWLEDGING THE SR&R FAMILY HANDBOOK

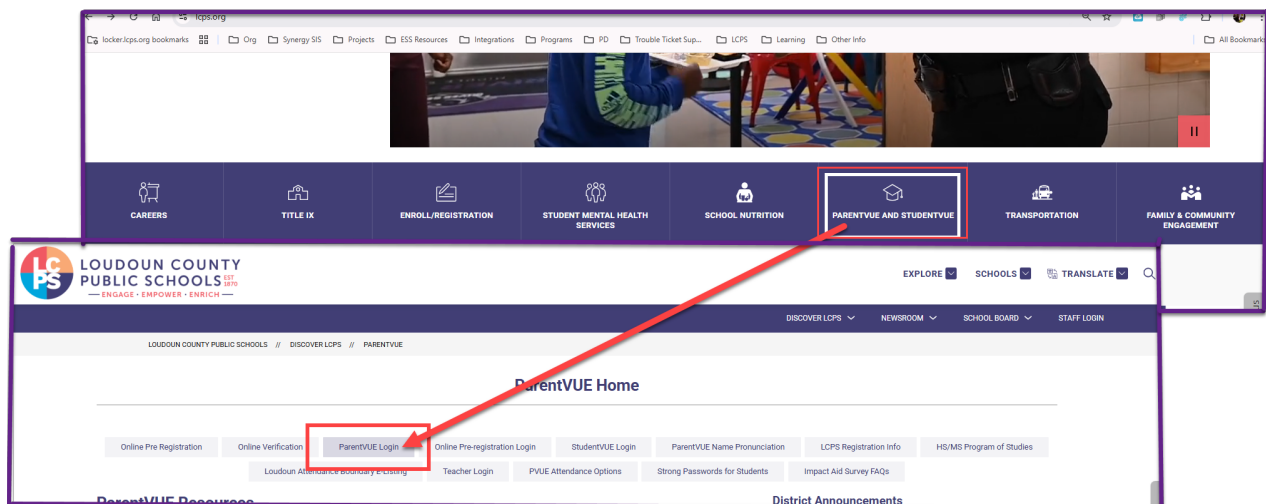
PARENTVUE WEB VERSION

The receipt of the Student Rights & Responsibilities Family Handbook is acknowledged through ParentVUE. The first time you log into ParentVUE after you complete the Online Verification, you will need to e-sign indicating that you have received the document.

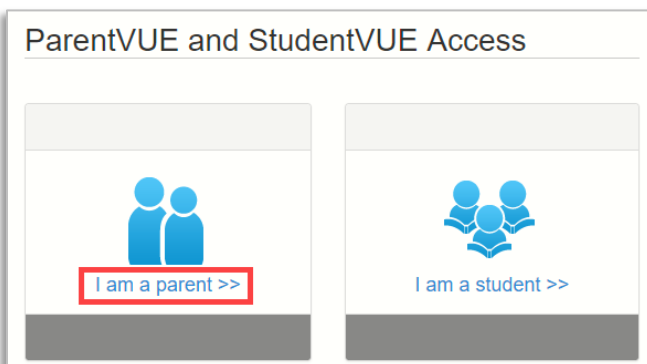
- ➔ You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.
- ➔ These steps may be completed using a web browser or the ParentVUE app on a mobile phone.

NAVIGATE TO PARENTVUE & LOG IN

1. From the [LCPS home page](#), click the ParentVUE and StudentVUE icon.
2. This will open the ParentVUE Home page.
3. On the ParentVUE Home page click on the **ParentVUE Login** link.



4. **Option:** navigate directly to <https://portal.lcps.org> in any web browser and then click on **I am a parent>>**.



5. Enter your user name and password and click on **Login**.



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Login

Loudoun County Public Schools

User Name:

Password:

Login



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1. Enter your e-signature by typing your name in the **Signature** field. Enter your name exactly as it appears in the top right corner of the screen.

This screenshot shows the 'Acknowledgements' section of the ParentVUE interface. At the top, there are links for 'My Account', 'Help', and 'Close'. Below these is the Loudoun County Public Schools logo and a greeting: 'Good afternoon, John Bernard, 4/30/2019'. The main heading is 'Acknowledgements', followed by 'Acknowledgement 1 of 1: Student Rights and Responsibilities 2018'. The content area states: 'Student Rights and Responsibilities. This is the 2018 Student Rights & Responsibilities Handbook. Please download, review with your student, and acknowledge receipt of handbook. If you wish to opt out, please select the appropriate link below.' Below this, there is a link to download the document: 'To download this document, click here: [Student Rights and Responsibilities.pdf](#)'. The 'Signature:' field contains the text 'John Bernard', which is highlighted with a red box. At the bottom right, there is a button labeled 'I acknowledge receipt'.

2. Click the **Student Rights and Responsibilities** link to download the document.

This screenshot is similar to the previous one, but the link 'Student Rights and Responsibilities.pdf' is highlighted with a red box. The 'Signature' field still contains 'John Bernard'.

3. Click the **I acknowledge receipt** button.

This screenshot shows the 'Acknowledgements' page with the 'I acknowledge receipt' button highlighted by a red box. The 'Signature' field still contains 'John Bernard'.



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PARENTVUE MOBILE APP

The receipt of the Student Rights & Responsibilities Family Handbook is acknowledged through ParentVUE. The first time you log into ParentVUE after completing the Online Verification, you will need to e-sign indicating that you have received the document.

➡ You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.

OPEN THE PARENTVUE APP AND LOG IN

These instructions are for the ParentVUE app. See the previous page for acknowledging documents using the web version of ParentVUE.

- If you have not yet configured the ParentVUE app on your mobile device, please download [Getting Started with ParentVUE](#) for instructions. Scroll down to the ParentVUE Mobile App section.

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1. Tap the **Signature** field.
2. Enter your e-signature by typing your name in the **Signature** field. Your name must exactly match your LCPS parent record (no nicknames).

Acknowledgement 1 of 1: Student Rights a...

This is the 2018 Student Rights & Responsibilities Handbook. Please download, review with your parent/guardian, and acknowledge receipt of this handbook. If the Spanish version is needed, please select Espanol in the lower left-hand corner to view the Spanish translation.

To view this document, click here: Stude...ties.pdf

Signature:

I acknowledge receipt



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3. Tap the **Student Rights and Responsibilities** link to download the document.

Acknowledgement 1 of 1: Student Rights a...

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To view this document, click here: **Stude...ties.pdf**

Signature:

I acknowledge receipt

4. Tap **< Back** to return to the acknowledgment page after reviewing the document.
5. Tap **I acknowledge receipt**.

Acknowledgement 1 of 1: Student Rights a...

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PARENTVUE HELP

The [District ParentVUE](#) pages have resources to help you activate your ParentVUE account, including downloadable Quick Reference Guides. [Frequently Asked Questions](#) are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Please contact your child's school to reach the staff member who can help you.